



# Foreign Affairs Manual

## 14 FAM – Logistics Management

Change Transmittal: LOG-96

Date: June 14, 2011

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# 14 FAM 540

## PROCURING TRAVEL AND TRANSPORTATION

### Changes

#### 1. 14 FAM 540, Procuring Travel and Transportation:

- **Subchapter throughout:** Minor editing changes;
- **14 FAM 543, Contract Carriers, paragraphs b, c, and g:** b. *If a noncontract carrier flight meets the criteria in paragraph a of this section and is selected for travel, the traveler is required to complete Form DS-4022, Justification Certificate for Using a Noncontract Air Carrier. The form must include complete information on both the contract fare and the noncontract, commercial fare. The form may be requested by the Federal Travel Management Center (TMC) in order to book the noncontract fare and a file copy must be submitted with the individual's travel voucher to support audit requirements.* c. *If the contract carrier offers a lower cost, capacity-controlled, coach class contract fare (e.g. MCA, QCA, VCA, etc.), or a lower cost, unrestricted coach class fare, in addition to the unrestricted coach class contract fares (YCA), the traveler should use the lower cost fare when it is available and is able to meet mission requirements.* g. *Travelers are not authorized to use U.S. Government contract rates when conducting indirect travel;*
- **14 FAM 544, Responsibilities of Accountable Officer, paragraph a:** The accountable officer designated in accordance with 14 FAM 517.4 will verify *receipt of Forms SF-1169, U.S. Government Transportation Request (GTRs) by providing the GTR serial numbers, date of receipt, and the name, telephone number and email address of the accountable officer to Mr. Jack Brothers, Jr., GSA/FAS, Inventory Management and Customer Assistance Branch (QSDLBA-WS), 819*

*Taylor Street, Room 6A00, Fort Worth, TX 76102;*

- **14 FAM Exhibit 543, Format for Use of Noncontract Air Carriers:** This exhibit has been deleted. Form DS-4022, Justification Certificate for Using a Noncontract Air Carrier, has replaced the format exhibit and is available online;
  - **14 FAM Exhibit 544(A), Form DS-2076, Purchase Order, Receiving Report and Voucher:** This exhibit has been deleted; and
  - **14 FAM Exhibit 544(B), Form DS-2077, Purchase Order, Receiving Report and Voucher (Continuation Sheet):** This exhibit has been deleted.
2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
  3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
  4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

## **Filing Instructions for Paper Copies**

1. Remove and discard old subchapter 14 FAM 540 (CT:LOG-3, 06-28-2005; 21 pages) and replace it with revised subchapter 14 FAM 540 (14 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-96 and initial.

## **Distribution Notice**

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office

indicated at the end of this change transmittal letter.

**(A/LM)**